

# PUTTING DOCUMENTS AS SOURCES IN FAMILY TREE

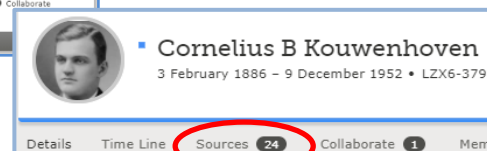
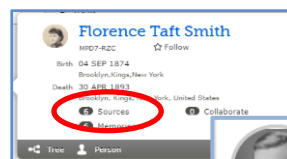
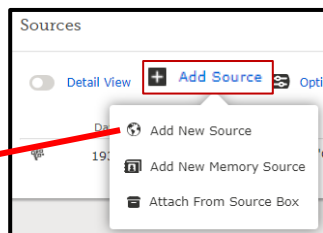
This Steps with Pictures Guide shows how to put scanned/screen captured documents in FT that are not found in FS online databases, including one of a kind records that may be found in the home and other places.

1. Sign-in to FamilySearch-- In Family Tree find the ancestor whose document you have and click on their name.

2. Click "Sources" in the Summary card or on the **Details page**

3. Clicking on "Add Source" will open the following menu:

## ADD NEW SOURCE

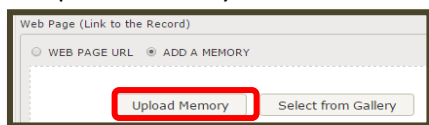


4. If this is the **FIRST TIME** this source has been added to your Tree, click on "Add New Source" and complete the next two steps. (If this source has already been placed in your tree, click "Attach from Source Box", turn this page over, and follow the steps to **ATTACH from SOURCE BOX** on the back.)

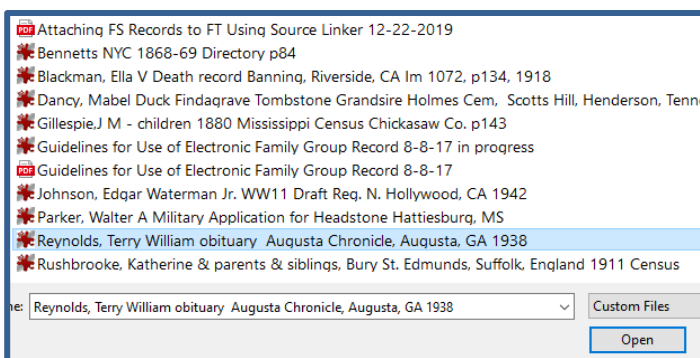
5. In the "Sources" window to the right, fill in fields **1 – 8**.

**1 Source Title**—the Who, What, When & Where of the record. If other people are mentioned in source, consider adding their name(s) to the Title so that it applies to them also.

**2 Web Page**—Click on the **ADD A MEMORY** and select "Upload Memory".



a. Locate your document on the computer or flash drive, **highlight** it and double click on **Open** to upload the document.



Click for instructions

1 Source Title (Required)

2 Web Page (Link to the Record)

3 Where the Record Is Found (Citation)

4 Describe the Record (Notes)

5 Reason to Attach Source

6 Select the Information or Events in this Source

7 Add Source to My Source Box

8 Save Cancel

**"Sources" window**

b. All opened documents appear with a band which disappears once the image is approved.

**3 Where Record is Found**—give the location of the record (URL, address, etc.) so others can find it

**4 Describe the Record**—enter important clarifying notes and/or copy/paste the abstract information

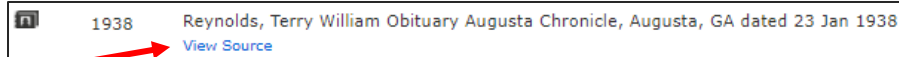
**5 Reason to Attach Source** – list the key vital information found in the document

**6 Select Information** ... a in each box places a source citation by that event in the **Vitals** section of **Details page**

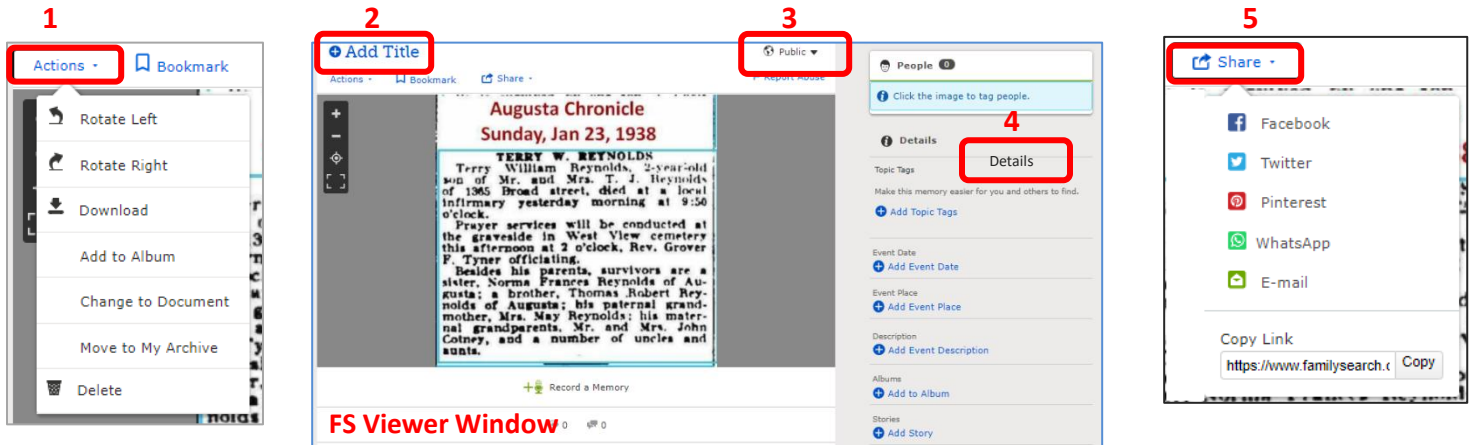
**7 Add Source to My Source Box** - check this box so source can be easily added to another person listed in the record

**8 REMEMBER...** click .

6. Repeat Step 2 to make sure this source has been attached to your ancestor. In the list of sources you should now see the file you attached.



7. Click on [View Source](#) to open the **FS Viewer Window** where you can **1** choose source actions, **2** add a title, **3** select a privacy option, **4** add source details, and **5** share the source.

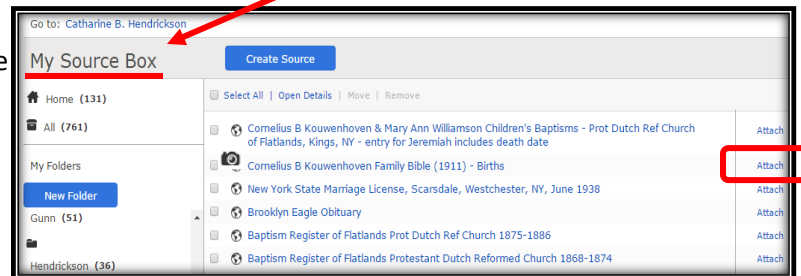


## **ATTACH from SOURCE BOX** (steps to follow when source has already been attached to someone in FT)

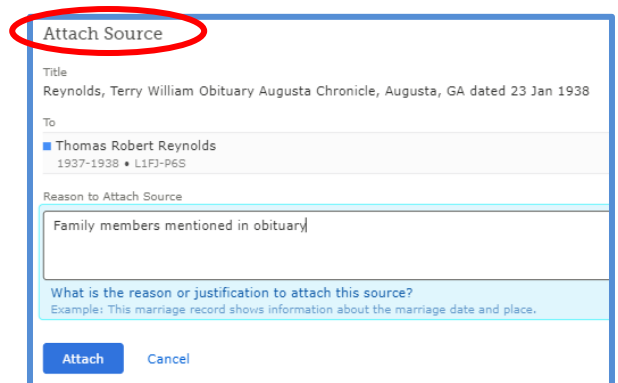
8. To attach a source to another person in your tree, go to their **Details page**, click first on **Sources**, second on **Add Source**, and lastly select the **“Attach from Source Box”** menu option. The **My Source Box** window will open.

9. Look for the source you want by looking through the pages **1** **2** **3** **4** **5** **6** **Next** or in Folders on the left.

10. Click **Attach** to the right of the source you want.



11. An **Attach Source** window will open. It will contain the **Title** of the document, the **Name and ID** of the person the record will be attached to (person whose Details page where you went to add your source). A box for the **Reason to Attach Source** statement.



12. Enter the most important information that the document establishes about this person in this box

13. All of the source information entered in the original source citation will be transferred along with any image, to the person indicated.

14. Click **Attach**

15. Always check in your ancestor's **Details page** to make sure that you successfully attached the source document to your ancestor. e changes have been saved.

Note: To “Add a Source” a digital image of the record is needed (.bmp, .jpg, .png, .tif or .pdf format <15 MB).

*All uploaded photos and documents are examined for appropriateness before they are placed in FT permanently.*